



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	RECEPTIONIST
3	Posting Number	PN# 104222
4	Department	CONVENTION & ENTERTAINMENT FACILITIES
5	Division	THEATER DISTRICT
6	Section	JONES HALL
7	Reporting Location	615 LOUISIANA
8	Workdays & Hours	M – F 8 a.m. – 5 p.m.
		*Subject to change

- 9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Performs telephone switchboard duties, directs calls, inquiries and complaints to the proper persons and takes messages. Greets, registers, assists and direct visitors. Performs light typing, sorting and filing duties as needed. Assists with various projects as requested.
Positions will require all of these:
1. Ability to read and write.
2. Ability to perform basic mathematics.
3. Ability to visually analyze and complete work assignments.
4. Ability to answer telephone.
5. Ability to lift up to ten (10) pounds.

- 10 **WORKING CONDITIONS**
This position is physically comfortable.

- 11 **MINIMUM EDUCATIONAL REQUIREMENTS**
A high school diploma or GED certificate is required.

- 12 **MINIMUM EXPERIENCE REQUIREMENTS**
Six (6) months of general clerical experience are required. Individual work experience may be substituted for the education requirement on a year-for-year basis.

- 13 **MINIMUM LICENSE REQUIREMENTS** None

- 14 **PREFERENCES** None

- 15 **SELECTION/SKILLS TESTS REQUIRED** None

- 16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

- 17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 07</u>	
\$641 - \$845 Biweekly	\$16,666 - \$21,970 Annually

- 18 **OPENING DATE** April 27, 2005

- 19 **CLOSING DATE** May 10, 2005

- 20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st. Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD number is 713/837-9496

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